

Attachment A (Part I & Part II)

REAP Conservation Education Program Part I—Midterm and Final Report Form

Please submit this completed form, along with Part II, via e-mail to Salterberg@uni.edu

Grant Recipient (organization name): Iowa Association of Naturalists

Project Title: National Association for Interpretation Region V Workshop

Report Prepared by: Beth Waage and Amy Yoakum

Project Number: 06-04

Date Submitted: 1-30-06

Check one:

☒ Midterm report (covering July 2005-March 2006 activities) **DUE: April 15, 2006**

☐ Final report (covering April 2006-Dec. 2006 activities) **DUE: Jan. 15, 2007**

Note: Your Final Project Billing Form and documentation will be due to the DNR (Kathleen Moench) on **Feb. 29, 2007**. See Grant Agreement, Attachment B.

1) Project summary

The Iowa Association of Naturalists, Iowa Conservation Education Council, and National Association for Interpretation (NAI) would like to see many Iowa educators take part in the NAI Region V workshop to be held in Dubuque in April 2006 without worrying about the cost. This can be achieved by offering scholarships in the amount of \$200.00 to those who would otherwise be unable to attend.

2) Objectives and activities

The REAP CEP Board expects all work outlined in your original proposal to be completed. At a minimum, briefly explain activities completed to date for the following, as well as the percent of total work completed to date. Add other objectives as you deem appropriate.

1. Participants take part in sessions about EE, interpretative strategies, networking and other professional development. They will learn new programs and new ways to enhance their interpretive abilities.
2. Potential recipients of scholarships agree to complete two evaluations describing how they applied what they learned at the workshop to benefit either their job or personal life.
3. Scholarship recipients will complete one evaluation directly after the workshop.
4. Scholarship recipients will complete another evaluation six months after the workshop.
5. Public communications activities.

EXAMPLE	Percent completed to date
#1: Market REAP CEP and workshops (i.e., public communications) Activities: 1) Seven news releases published in: Iowa Reading Association, Iowa Middle Level Educators and Iowa Recycling Association newsletters as well as in the Creston, Clear Lake, Dubuque and Davenport newspapers. 2) Two workshop announcements published in Iowa Environmental Council listserv and in Iowa Conservation Education Council newsletter Additional explanation, if needed: N/A	80%
#1: Participants take part in sessions about EE, interpretative strategies, networking and	

<p>other professional development. They will learn new programs and new ways to enhance their interpretive abilities.</p> <p>Activities: As the workshop has not yet been held, none of the scholarship recipients has accomplished this objective.</p> <p>Additional explanation, if needed:</p>	0%
<p>#2: Potential recipients of scholarships agree to complete two evaluations describing how they applied what they learned at the workshop to benefit either their job or personal life.</p> <p>Activities: Each scholarship recipient was sent either an e-mail or letter awarding them the scholarship. In accepting the scholarship, they agreed to complete the two evaluations.</p> <p>Additional explanation, if needed:</p>	100%
<p>#3: Scholarship recipients will complete one evaluation directly after the workshop.</p> <p>Activities: The workshop has not yet taken place, therefore no one has had a chance to fill out the evaluation.</p> <p>Additional explanation, if needed: The evaluation has been written and attached to the mid-term report. See Appendix B</p>	0%
<p>#4: Scholarship recipients will complete another evaluation six months after the workshop.</p> <p>Activities: The workshop has not yet taken place, therefore no one has had a chance to fill out the evaluation.</p> <p>Additional explanation, if needed: The evaluation has been written and attached to the mid-term report. See Appendix C</p>	0%
<p>#5: Public communications activities.</p> <p>Activities:</p> <ol style="list-style-type: none"> 1. Advertised the scholarship/workshop on the Iowa Association of Naturalists (IAN), ICEC, and NAI web sites. 2. Announced the scholarship at the fall IAN conference, November 17, 2005. 3. Published scholarship and workshop announcement in the fall IAN newsletter. 4. Published scholarship and workshop announcement in summer, fall, and winter 2005 NAI Region V newsletter, <i>Buffalo Bull</i>. 5. E-mails were sent to several teacher listserves and the IAN Listerve announcing the scholarship and workshop. <p>Additional explanation, if needed: In the first evaluation scholarship recipients complete, they will be stating how they learned about the scholarship and workshop. This will allow us to judge the effectiveness of each of the above advertising routes.</p>	100%

3A) Are there changes in the direction of your project (i.e., something different than outlined in your grant proposal)?

☐ Yes ☒ No ☐ N/A

3B) if you answered “No” or N/A to 3A, skip to Question #4A. If you answered “Yes,” please describe the change(s) below and explain the reason(s) for the changes. Note: Any major changes should be approved by the Board before they occur. Contact CEP Contract Monitor, Susan Salterberg, at Salterberg@uni.edu or 319-337-4816 to request changes. She will review them with the Board and communicate with grantees regarding

Board decisions. If necessary, the CEP Board may contact grantees directly to discuss changes, although ***Susan shall be your first contact.***

4A) Is the project on schedule? ☒ **X** Yes ☐ No

4B) If no, please explain:

5) Please briefly describe the contributions of third parties and of your organization to this project. A detailed accounting is not required, though the REAP CEP Board wants to ensure grantees provide a good faith effort to meet their proposed cash and in-kind matches.

The grant and workshop committie's volunteered their time. Advertising and marketing for the workshop and scholarship were donated by IAN, NAI, and ICEC. This included advertising in their newsletters and on the web sites for each of the above groups. IAN also contributed a cash match of \$2000.00. This will be used to reimburse scholarship recipients the second half of their funds.

See Appendix D.

What outputs and/or outcomes were identified? Please list each one and describe each in detail below.

Note: If outputs and outcomes are not available for your midterm report, so indicate. Be sure to include the outputs and outcomes outlined in your grant proposal, such as:

Outputs:¹ The average number of participants from Iowa at regional workshops is generally 8-12 (Illinois 2005 had 18, Nebraska 2004 had 13.) The number of Iowa participants in 2006 will be at least 108 due to the availability of scholarships to offset registration costs.

Outcomes:²

1. 60% of participants surveyed will implement strategies learned and incorporate information learned into their programs/lessons.

This outcome is not available as the workshop has not yet been held.

2. 100% of scholarship recipients will agree to complete two evaluations after the workshop.

In replying to their receipt of the scholarship, 100% of the recipients have agreed to fill out the two evaluations.

3. 100% of scholarship recipients will complete the evaluation of intended application of obtained information directly after the workshop.

This outcome is not available as the workshop has not yet been held.

4. 60% of scholarship recipients will complete an evaluation six months after the workshop to describe how they were able to apply learned information to their job or personal life.

This outcome is not available as the workshop has not yet been held.

6) Remember: Include a completed Project Expenditure Summary with your midterm and final reports.

7) Other comments?

Attachments:

Appendix A

Compiled information from scholarship application

Appendix B

Evaluation 1 – directly after workshop

Appendix C

Evaluation 2 – 6 months after workshop

Appendix C

Description of in-kind contributions to date

¹ Measurements of production, such as number in attendance at a workshop.

² What important things happen as a result of the project, such as a documented change in behavior or new concepts learned.

Part II—Project Expenditure Summary

Please submit this completed form, along with Part I, via e-mail to salterberg@uni.edu

Grant Recipient (organization name): Iowa Association of Naturalists

Project Title: National Association for Interpretation Region V Workshop

Project Number: 06-04

Check one:

☒ Midterm report (covering July 2005-March 2006 activities) **DUE: April 15, 2006**

☐ Final report (covering April 2006-Dec. 2006 activities) **DUE: Jan. 15, 2007**

Note: The Midterm and Final Expenditure Summaries may be close estimates of expenses. These are e-mailed to Salterberg@uni.edu. The Final Project Billing Form shall be submitted as a hard copy to the DNR (Kathleen Moench) within 60 days of project completion and **must include actual expenditures**.

Budget Line Item (A)	Approved Budget (B)	This Period Expenses (C)	Year-to-date Expenses (D)	Remaining Balance (B-D) E
1. Personnel (Salary and Fringe)	\$1,600	\$800	\$800	\$800
2. Travel				
3. Supplies				
4. Other (combine “Contractual” and “Other” categories here)	20,000.00	10,000.00	10,000.00	10,000.00
5. Indirect costs				
6. Total	21,600.00	10,800.00	10,800.00	10,800.00

Note: *Changes in the proposed budget that deviate from any line item by 10% or more must be approved before the expenditure occurs.* Contact CEP Contract Monitor, Susan Salterberg, at Salterberg@uni.edu or 319-337-4816 to request changes. She may approve small changes and subsequently inform the REAP CEP Board. If she is uncertain, she will present those requests to the REAP CEP Board and inform grantees of Board’s decision. The Board may request additional information, and may or may not negotiate a revision to the contract to allow for expansion or modification of services. If a revision is granted, no increase in the total amount of the grant award shall occur. Once approved, the DNR director or the REAP CEP coordinator will provide a written amendment to the agreement.

Susan Salterberg, CEP Monitor, shall be your first contact regarding changes to the proposed budget.

Appendix A

Compiled information from scholarship application

How have you contributed to the profession of interpretation and/or environmental education? (example - offices held, committees for IAN, ICEC, NAI or other related groups, related volunteer work, etc.)

Elected to Boards/offices	
ICEC	14
IAN	20
NAI	2
IACCB	2
NAI student chapter	1
Misc	3
Total	42 (38%)

Served on a committee	
Total	47 (43%)

Examples: Winterfest, Iowa Recycling, NAI, IAN, ICEC.

Served as a volunteer	
Total	28 (26%)

Examples: Outdoor Journey, Project A.W.A.R.E., IWINR, scout leader, Girl Scouts, private nature center, county conservation board.

NAI Student chapter	4 (4%)
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Presented at workshops	
Total	5 (5%)

AmeriCorps volunteer	5 (5%)
Student Conservation Association	1 (<1%)

Other	
Attended an EE related conference	1 (<1%)
General naturalist duties	19 (17%)
Fundraising	1 (<1%)
Taught EE in Classes	2 (1%)
Provides workshops for educators	1 (<1%)

Summary

Professionals in the field of environmental education were more likely to be elected to the board of a related organization after they had worked in the field for a number of years. Generally board members have been working between 8 and 30 years in the profession, with the average being 13 years. Service on a committee was similar to being elected to a board. People working in the profession between 3 and 30 years were likely to serve on a committee, with the average being 13 years. Those who served as volunteers were people who had been in the profession a shorter amount of time. Those who volunteered have been in the field between 1 and 30 years, with the average being 9 years.

How will you benefit by being able to attend the Region V NAI workshop?

Networking	77
New program ideas	80
Learn more	4
New to field	4
Never been to NAI	1
Grow in profession	1
Wants to add EE to Curriculum	1
Expand knowledge of EE programs	1
Be a better naturalist	1
Learn about new resources	1
Learn about more organizations	1
Gain knowledge to share	1
Learn new things	1
Presenting at workshop	1
Needs help with fundraising, writing grants	1
Keep current	3
Learn local information	1
Serving on workshop committee	1
Has no education in EE	1
Meet new contacts for his program	1

Summary

Scholarship recipients have the desire to attend a regional workshop to learn new program ideas and to network with other environmental education professionals.

Explain your financial need

Can't go if county has to pay for all of workshop	1
Limited in-service budget	16
Organization will only pay for part	1
Couldn't go without scholarship	16
Professional development is a non-essential expense	1
Only one workshop per year is approved in budget	3
Two naturalists are attending, county can't afford to send both	1
Student or grad student - can't go without scholarship	5
More staff can attend with scholarship	1
AmeriCorps - no in-service budget	2
Can only attend regional when in Iowa, no in-service budget	1
Budget for only one naturalist to attend	3
Want many staff to go to implement new ideas	1
Small EE budget - this would take most	3
Seasonal employee - no in-service budget	4
Budget for program, not for in-service	1
County doesn't pay for workshops	1
Tight budget	1
Non-profit, no in-service funds	2
Otherwise out of pocket	5
Part-time - no in-service budget	6
Budget cuts	2
Makes income from program fees, not salary - no in-service budget	1
Full time teacher	1
No budget for regional or national workshops	1
No budget in school district	2
Only has budget to attend IAN	1

So I can attend the entire workshop, not 1 or 2 days	1
Lessen strain on EE budget	1
Workshop not in budget	2
Department has no in-service money	3
Self employed	1
Workshop budget has been cut	1
Freelance jobs, irregular income	1
Tight budget, better chance to attend with cost saving scholarship	1
Usually can't go to NAI functions because of budget	1
Doesn't know how much employer will provide	1
Workshop means unpaid leave plus hotel	1
Small business owner, no in-service funds	1
Multiple staff attending, limited in-service budget	2
No in-service budget	3
County can't send more than 1 naturalist	1

Summary

Issues sending multiple staff

Two naturalists are attending, county can't afford to send both	1
More staff can attend with scholarship	1
Budget for only one naturalist to attend	3
Want many staff to go to implement new ideas	1
Multiple staff attending, limited in-service budget	2
County can't send more than 1 naturalist	1
Total	9

No In-service

Funds

Couldn't go without scholarship	16
Professional development is a non-essential expense	1
Student or grad student - can't go without scholarship	5
AmeriCorps, no in-service budget	2
Seasonal employee - no in-service budget	4
Budget for program, not for in-service	1
County doesn't pay for workshops	1
Non-profit, no in-service funds	2
Otherwise out of pocket	5
Part-time - no in-service budget	6
Makes income from program fees, not salary - no in-service budget	1
Full time teacher	1
No budget in school district	2
So I can attend the entire workshop, not 1 or 2 days	1
Department has no in-service money	3
Self employed	1
Freelance jobs, irregular income	1
Workshop means unpaid leave plus hotel	1
Small business owner, no in-service funds	1
No in-service budget	3
Total	58

Budget cuts / small budget

Can't go if county has to pay for all of workshop	1
Limited in-service budget	16
Organization will only pay for part	1

Small EE budget - this would take most	3
Tight budget	1
Budget cuts	2
Lessen strain on EE budget	1
Workshop not in budget	2
Workshop budget has been cut	1
Tight budget, better chance to attend with cost saving scholarship	1
Usually can't go to NAI functions because of budget	1
Doesn't know how much employer will provide	1
Total	31

Restricted / limited to certain workshops

Only one workshop per year is approved in budget	3
Can only attend regional when in Iowa, no in-service budget	1
No budget for regional or national workshops	1
Only has budget to attend IAN	1
Total	6

Financial need falls into four categories: Issues sending multiple staff to workshops, no in-service budget, budget cuts or small budgets, and restrictions or limitations on attending certain workshops.

-Most scholarship recipients receive no in-service money from their employers (56).

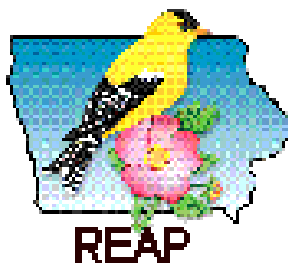
-Budget line items for in-service and professional development are often the first to be cut in many organizations (13).

-Organizations sometimes can send one staff member to an in-service event but not multiple staff members (9).

-Some organizations restrict the employee to one in-service event per year, one specific workshop, or attendance at the workshop may depend on the workshop location (6).

Clearly the information shows a need for financial assistance for environmental educators to attend in-service and professional development events.

Appendix B
Evaluation 1



National Association for Interpretation Region V Workshop
IAN/REAP Scholarship Evaluation Form

Name _____ E-mail _____
Address _____ Phone _____
_____ Affiliation: _____
Job Title _____ County/School District _____

1. How did you find out about the scholarship? (Please list a specific newsletter, web-site, list-serve, etc. if possible.)

2. How did you find out about the workshop? (Please list a specific newsletter, web-site, list-serve, etc. if possible.)

3. List the concurrent sessions and the field trip you attended.

4. List specific information you intend to incorporate into your life, and whether it will be used at work or in your personal life. (Continue on back)

Have you ever attended a regional workshop before? Yes No

Describe a benefit to attending a regional workshop such as NAI, versus attending a state workshop such as IAN, ICEC, Iowa Science Teachers, etc.?

If scholarships were available every year for you to attend a regional workshop, would you? Yes No

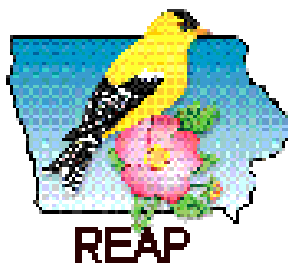
Who would you like your check made out to?_____

Where would you like your check mailed?_____

Send to: Beth Waage,
15565 118th Ave.
Indianola, IA 50125 or e-mail to bethwaage@mindspring.com

Please keep a copy for your records to help you fill out the second evaluation in six months.

Appendix C
Evaluation 2



Evaluation 2
National Association for Interpretation Region V Workshop
IAN/REAP Scholarship Evaluation Form

Name _____ E-mail _____
Address _____ Phone _____
_____ Affiliation: _____
Job Title _____ County/School District _____

1. List the concurrent sessions and the field trip you attended that had the greatest impact on your personal or professional life.

4. List specific information you gained from the workshop that you have been able to incorporate into your life, and whether it is used at work or in your personal life. (Continue on back)

Send to: Beth Waage,
15565 118th Ave.
Indianola, IA 50125 or e-mail to bethwaage@mindspring.com

Appendix D

In-kind contributions to date (1-31-06)

Volunteer time – grant and workshop committee:

Exhibits chair & committee	15 hrs
Auction chair	22 hrs
Special events	4 hrs
Grant committee	80 hrs
Volunteer chair & committee	15 hrs
Workshop chair	60 hrs
Off site chair& committee	154 hrs
Entertainment chair	18 hrs
Registration chair	80 hrs
Program chair	80 hrs
Logistics chair	60 hrs
Promotions chair	70 hrs
Concurrent Sessions chair	80 hrs

Total 738 hours @ \$16/hr = \$11,776

In-Kind advertising/marketing of scholarship and workshop:

NAI Region V newsletter <i>Buffalo Bull</i> Volume 17 Number 3 June 2005 page 14 Volume 17 Number 4 September 2005 pages 6, 9, and 11 Volume 18 Number 1 December 2005 page 16	Donation of \$200
NAI Region V website - June 2005 to present Complete scholarship on Iowa page Workshop details on workshop page	Donation of \$1,000
NAI National newsletter <i>InterpNews</i> Fall 2005	Donation of \$400
IAN newsletter <i>The Web</i> Volume 15 Number 3 Autumn 2005	Donation of \$100
IAN Website - September 2005 to present	Donation of \$100
ICEC Website - September 2005 to present	Donation of \$100
ICEC Newsletter Fall 2005	
Total In-kind contributions	\$13,676